

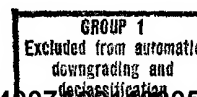
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## SECURITY RECORDS AND COMMUNICATIONS DIVISION

### I. MISSION

The Security Records and Communications Division provides current and long-range support to the Office of Security through the effective development, management, utilization and protection of security records including records research as well as records management and ADP programs for Office of Security components; maintains complete and current records and indices of security information on personnel and organizations of interest to the Agency; maintains liaison with other government agencies for the release of personnel security information; and initiates records processing on all overt and covert clearance and operational support requests. Maintains a master index of persons throughout both the intelligence community and private industry who have been approved for access to certain sensitive intelligence gathering projects and resultant products. This index also records personnel of the CIA and the Executive Office of the President who hold Special Intelligence, Q, and Cryptographic clearances. Provides a central registry for the

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Office of Security to receive, sort and distribute incoming correspondence and to dispatch all outgoing correspondence; operates a courier system for the Office of Security within the Headquarters area and between the Office of Security and other U.S. Government agencies; operates a teletype communications system between

25X1A6A

Headquarters and [REDACTED]; operates the Office of Security reference library and controls all Top Secret material within the Office of Security. Responsible for maintaining records of 19 separate compartmented security access approvals. The majority of these are for the intelligence community on a worldwide basis. The other areas are for the Agency only, non-USIB agencies such as Presidential White House staffs and panels and the Bureau of the Budget. Monitors the policy of the [REDACTED]

25X1A2A

"T" systems regarding need-to-know and supplies raw data for quarterly White House reports on T-KH billets. Coordinates within the intelligence community on accuracy of records and reporting of procedures and clearance requests and conducts briefings on all clearances as may be required as well as the international clearances,

25X1A2G

and SEATO, CENTO, [REDACTED]

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## II. ORGANIZATION

	<u>No.</u>
A. Office of the Chief.....	
B. Records Branch.....	
1. Office of the Chief .....	
2. Case Analysis Section .....	
3. Communications Section .....	
4. Reference Service Section .....	
a. Office of the Chief .....	
b. Indices Unit .....	
c. Files Unit .....	
d. Processing Unit .....	
C. Compartmented Information Branch .....	

25X9A2

NOTE: Conversion of the Security Office indices to machine language for the purpose of conducting index searches by computer. This is a joint project with the Office of Computer Services who pays all other costs for this project except for \$138,424 which is the Office of Security's share.

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III. PERSONNEL FACTORS

A. Personnel Totals

No.

1. Professionals .....

2. Clerical .....

25X9A2

B. Personnel Statistics

1. Professionals

a. Average Age ..... 42

b. Average Grade ..... 12

c. Educational Level

(1) Less than College  
Degree .....

(2) College Degree or  
Better .....

25X9A2

d. Average Agency Experience... 11

2. Clericals

a. Average Age ..... 32.3

b. Average Grade ..... 5.13

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c. Educational Level

(1) Less than College  
Degree .....

(2) College Degree or  
More .....

25X9A2

d. Average Agency Experience... 5.3

IV. COST FACTORS

A. Personnel

1. Professional .....

2. Clerical .....

TOTAL .....

B. Other

1. Travel .....

2. Equipment, etc. ....

TOTAL .....

TOTAL BUDGET FY 1965 .....

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Next 3 Page(s) In Document Exempt

Approved For Release 2003/05/15 : CIA-RDP78-04007A001100050006-9

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DEPUTY DIRECTOR FOR INVESTIGATIONS  
& OPERATIONAL SUPPORT

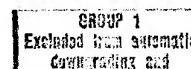
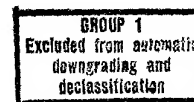
MISSION

The Deputy Director for Investigations & Operational Support assists the Director of Security with the preparation and execution of the Agency security program insofar as it relates to the fields of investigations and the domestic support of Agency covert operations, and is directly responsible for planning and implementing the investigations and operational support programs through the administration



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INVESTIGATIONS AND OPERATIONAL SUPPORT

OFFICE OF SECURITY

I. HISTORY

25X1A6A

A. [REDACTED] 20 November 1946.

1. Covert and semi-covert investigations for CIG(OSO)

25X1A

B. [REDACTED]

C. FBI conducted overt investigations.

FBI discontinued this service January 1948.

D. Employee Investigative Branch (EIB) established to handle overt investigations.

E. FBI resumed investigative service December 1948.

F. FBI again discontinued service December 1950.

G. Special Security Division

1. Then in existence handling OSO cases.

2. Assumed responsibility for overt cases.

H. Since 1950 SSD has evolved into present IOS with:

1. Investigations Division

2. Operational Support Division

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II. AUTHORITY

A. Responsibilities delegated by DCI to Director of Security and in turn to DDS/IOS.

25X1A

B.  "Clearance of Personnel for duty with CIA"

1. Implements E. O. 10450, dated 27 April 1953.
2. Prescribes criteria and procedures governing the security clearance of certain categories of personnel.

25X1A


C.



D. Directive from the DCI, dated 14 February 1959.

Sets forth basis for issuance of all Covert Security Clearances by OS. (For use by other than DDP)

25X1A2A

E.  Control Manual

Director of Security has authorized issuance of Security Access Approvals in OSA cases.

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III. MISSION

- A. All domestic investigative activity for CIA.
- B. Domestic security support of Agency covert operations.
- C. Security determinations and recommendations regarding certain personnel.

IV. ORGANIZATION

A. Headquarters

1. Investigations Division

- a. Branch 1 - Covert Security Approvals for DDP.
- b. Branch 2 - Covert Security Approvals and Covert Clearances for CA and other than DDP.
- c. Branch 3 - Supervises and controls investigation of staff applicants and other overt and semi-overt investigations.
- d. Branch 4 - Security Access Approvals for OSA and industrial security.

2. Operational Support Division

- a. Support Branch - Operational support and special inquiries.



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V. PERSONNEL FACTORS

A. Personnel Totals No.

1. Professionals .....

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2. Clerical .....

B. Personnel Statistics

1. Professionals

a. Average Age ..... 42

b. Average Grade ..... 12

c. Educational Level

(1) Less than College  
Degree .....

25X9A2

(2) College Degree or  
Better .....

d. Average Agency Experience .. 11

2. Clerical

a. Average Age ..... 30

b. Average Grade ..... 05

c. Educational Level

(1) Less than College  
Degree .....

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(2) College Degree or  
Better .....

d. Average Agency Experience .. 5.3

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VII. INVESTIGATIONS

A. Overt and Semi-Covert Types

Applicants	Char Force
Contractor Employees	Consultants
Contract Types	Reinvestigations
Military Assignees	EE-CC
Guards	

B. Covert Types

Staff Agents	Indigenous Service Personnel
Career Agents	Individuals of interest
Contract Agents	<div data-bbox="964 1226 1338 1335"></div>
Covert Consultants	

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Individuals of interest  
for cover purposes

C. Average Cost Per Investigation..... \$ 182.72

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IX. COVERT SECURITY CLEARANCES AND/OR APPROVALS

A. Covert Security Clearances

1. Number Issued..... 245
2. Number Disapproved..... none
3. Number Cancelled ..... 3

B. Covert Security Approvals

1. Number Issued .....
2. Number Disapproved..... 14
3. Number Cancelled or  
Administratively Closed..... 1,292

25X1A

C. Covert Clearances and Approvals (Include the following types)

1. Covert Security Approval (CSA)
2. Covert Clearances (CCL)
3. Operational Approval (OA)
4. Proprietary Approval (PA)
5. Security Access Approval (SAA)

- D. Average Cost of a Covert Clearance and/or  
Approval based on a Field Investigation  
During FY 1965..... \$27.93

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Next 5 Page(s) In Document Exempt

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ALIEN AFFAIRS STAFF

PERSONNEL FACTORS

A. Personnel Totals		No.
1. Professionals .....		
2. Clerical .....		
B. Personnel Statistics		
1. Professionals		
a. Average Age .....	53	
b. Average Grade .....	14.5	
c. Educational Level		
(1) Less than College Degree .....		
(2) College Degree or Better .....		
d. Average Agency Experience ...	16	
2. Clericals		
a. Average Age .....	46	
b. Average Grade .....	7	

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c. Educational Level

- (1) Less than College  
Degree .....
- (2) College Degree or  
More .....

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d. Average Agency Experience .. 14

COST FACTORS

A. Personnel

1. Professional .....
2. Clerical .....

TOTAL .....

B. Other

1. Travel .....
2. Equipment, etc. ....

TOTAL .....

TOTAL BUDGET FY 1965 .....

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Next 8 Page(s) In Document Exempt

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DEPUTY DIRECTOR  
FOR  
PHYSICAL, TECHNICAL & OVERSEAS SECURITY

MISSION

The Deputy Director for Physical, Technical & Overseas Security assists the Director of Security with the planning, preparation, and execution of the Agency's security program insofar as it relates to the fields of physical, technical, industrial security, and overseas security, and is directly responsible for planning and implementing the programs in such fields of security. Also, is responsible for the overall direction and coordination of the investigative and security support requirements of all Security Careerists assigned to other Agency components domestically and overseas.

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OFFICE OF THE DD/PTOS

PERSONNEL FACTORS

A. Personnel Totals	<u>No.</u>
1. Professionals .....	<input type="text"/>
2. Clerical .....	
B. Personnel Statistics	
1. Professionals	
a. Average Age .....	46
b. Average Grade .....	14.83
c. Educational Level	
(1) Less than College Degree .....	<input type="text"/>
(2) College Degree or Better .....	
d. Average Agency Experience ...	15.33
2. Clericals	
a. Average Age .....	24.25
b. Average Grade .....	6.5
c. Educational Level	
(1) Less than College Degree .....	<input type="text"/>
(2) College Degree or More .....	
d. Average Agency Experience ...	5.5

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INDUSTRIAL SECURITY DIVISION

MISSION

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## INDUSTRIAL SECURITY DIVISION

### MISSION

To establish policy and procedures for an Agency-wide Industrial Security Program to insure uniformity. Maintain records concerning this program in an effort to provide quick reaction time to security requirements. Monitor the Industrial Security Program to see that the policies and procedures are properly performed. Conduct certain inspections and surveys as required and coordinate an effective  program in the Industrial Security Effort with the Security Research Staff of the Office of Security.

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Next 5 Page(s) In Document Exempt

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TECHNICAL DIVISION/PTOS

V. PERSONNEL FACTORS

No.

A. Personnel Totals

1. Professionals . . . . .

2. Clerical . . . . .

\*(Does not include 5 professionals assigned  
to overseas positions)

25X9A2

B. Personnel Statistics

1. Professionals

a. Average Age . . . . . 34

b. Average Grade . . . . . 12 +

c. Educational Level

(1) Less than College Degree . .

(2) College Degree or Better

d. Average Agency Experience 10

25X9A2

2. Clericals

a. Average Age . . . . . 24.6

b. Average Grade . . . . . 05

c. Educational Level

(1) Less than College Degree . .

(2) College Degree or Better . .

d. Average Agency Experience 5.33

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Next 4 Page(s) In Document Exempt

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PHYSICAL SECURITY DIVISION

I. HISTORY

1946	Responsibility of OS Unit (Basic Building Security, Identification, Badging, Building Survey, NSO, Safe Maintenance and Combination Changes)
1947-1953	Became a Branch - Expansion of Responsibilities and Activities During Period (Indoctrination, Fire & Safety Surveys, Research, Escorts, Firearms Program, Security of Personnel & Installations in U. S., Safeguarding Classified Information)
1953	Branch Consisted of 3 Sections Including Assign- ment of a Classified Waste Officer  Building Security  Investigative  Technical
Nov. 1955	Elevated to Division Status  Technical Branch  Building Security Branch
Jan. 1956	Assumed Security Surveys of Overseas Stations & Bases - Safety Officer Assigned
July 1961	Technical Branch Became Division
August 1965	Establishment of Security Equipment Branch

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II. AUTHORITY

A. Security

1. The National Security Act of 1947, as amended.
2. The Central Intelligence Act of 1949, as amended.
3. Executive Order 10-501, 'Safeguarding Official Information in the Interests of the Defense of the United States,' 3 November 1953, as amended by Executive Order 10816, 7 May 1959, and Executive Order 10964, 20 September 1961.
4. Pertinent Agency Regulations.

B. Safety

1. Federal Employees Compensation Act, Section 33 (c); USC, 784, 14 October 1947 re organized safety programs.
2. Executive Order 10990, 2 February 1962, re-established the Federal Safety Council.
3. Executive Order 7397, 20 June 1936, as amended by Executive Order 10257, 25 June 1951, re representation of various departments and agencies on Council.
4. Pertinent Agency Regulations.

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### III. PURPOSE AND MISSION

The broad delegations of authority and responsibility, implied or explicit, in the statutes, executive orders, and Agency regulations cited above, translate into the following specific areas:

1. To establish safeguards necessary to prevent the physical penetration of Agency areas, buildings, and installations; to provide staff guidance and assistance, through Area Divisions, to overseas establishments.
2. To conduct periodic security surveys of stations and bases in the WH, NE, and AF areas where there is no Regional Security Staff.
3. To initiate and encourage the development of devices to prevent or counter surreptitious entry into areas or safekeeping equipment.
4. To conduct a program to investigate and determine responsibility for reported security violations or non-compliance of Agency regulations.
5. To coordinate and implement emergency Security Support planning in critical areas overseas.
6. To establish and maintain necessary liaison with other Government agencies on security matters.
7. To plan, develop, and conduct the Agency safety and fire prevention programs for domestic installations; to furnish

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staff guidance for overseas installations or conduct inspections upon request.

8. To provide training in physical security procedures and equipment and safety fire prevention techniques to the personnel of the Office of Security and other components, as requested.

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IV. ORGANIZATION

Chief  
Physical Security Division

Safety  
Officer

Deputy Chief  
Physical Security Division

Building Security  
Branch

Survey Branch

Security Equipment  
Branch

Receptionist  
Section

Identification  
Section

Night Security  
Officer Section

Security Service  
Section

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PHYSICAL SECURITY DIVISION

V. PERSONNEL FACTORS

A. Personnel Totals

No.

1. Staff

- a. Professional . . . . .
- b. Clerical . . . . .
- c. Receptionists . . . . .

2. Guards

Guards Utilized . . . . .

B. Personnel Statistics

1. Professionals

- a. Average Age . . . . . 40.3
- b. Average Grade . . . . . 12.1
- c. Educational Level

(1) Less than College Degree . .  
(Average college-level work  
completed - 37 hours)

(2) College Degree or Better . .  
(Advanced Degree - 50%)

d. Average Agency Experience . . . . 12.75

2. Clericals

- a. Average Age . . . . . 26
- b. Average Grade . . . . . 05.6

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B. Personnel Statistics (Cont'd)

c. Educational Level

(1) Less than College Degree . .

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(2) All high school graduates - Average  
college-level work - 20 hours

d. Average Agency Experience 4.25

3. Clericals (Technicians)

a. Average Age . . . . . 26

b. Average Grade . . . . . 05.3

c. Educational Level

(1) Less than College Degree\* .

☐

25X9A2

(2) College degree or Better . . .

\*Average college-level work - 55 hours

4. Receptionists

a. Average Age . . . . . 51

b. Average Grade . . . . . 04.6

c. Educational Level

Less than college degree . . . . .  
(Average high school level - 10.7)

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d. Average Agency Experience 6.75

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## VII. SAFETY

### Safety Staff Activities

1. Plans and Specifications - New Building and Remodeling of Old.
2. Emergency Evacuation Plans.
3. Technical Guidance - Ordnance, Electrical, Mechanical, Chemical, Radiological.
4. Fire Prevention Surveys.
5. Fines, Injuries and Accidents Investigations.
6. Specialized Tests - Radiological, Halogenated Hydro Carbons, Carbon Monoxide, Lighting, Natural Gas and Petroleum Vapor. Electrical Continuity, Air Velocity, etc.

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VIII. SECURITY EQUIPMENT

A. Safekeeping Equipment

1. Security Containers - 11 models
2. Vault Doors - 3 models
3. 3-way combination locks - 11 models

Improvements and modifications constantly being made of 25 models. There are 44 configurations. Partial inventory value \$7,008,000.00.

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D. Detection Devices

Two developed by TSD and used operationally (passive activities)

E. Research and Development

1. Contacts with intelligence community and manufacturers
2. Modification of equipment
3. Opposition's techniques and capabilities

F. Investment in Security Equipment

1. Figures not obtained from at least 3 elements which own and control equipment
2. Other elements gave conservative figures
3. Figures below could be increased by \$1,000,000

a. Safekeeping equipment (cabinets, locks and valut doors) \$ 7,008,000

b.  458,000

c.  15,000

d. Alarm Equipment 598,000

\*Total

\$ 8,079,000

25X1A

\*Excludes alarms and safekeeping equipment by some field components and industrial contractors, certain costs for destruction devices.

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X. PROGRAMS

A. Pouch Protection

1. Purpose - To increase security afforded Agency pouches in transit.

2. Programs

25X1C13A



c. Similar techniques in R&D stage

d. Existing and developed techniques - will be used in combination.

B. General Assessment of An APO Channel

1. Classification involved - Secret
2. Surveys of Airport Facilities Domestically
3. Requirements levied on stations overseas (airport, transportation and storage provisions)
4. Final Determination

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C. Protection of Chief of State

1. Surveys of Residence and Offices (may include VIP's)
2. Training

D. Aperture Cards

1. Contain highly concentrated volume of classified information
2. Assessment of physical security of station
3. Guidance for implementation of necessary security controls

E. Flexowriter Installations

1. Survey of physical security arrangements
2. Specific requirements

a. 24-hour  U. S. personnel coverage 25X1C

b. Vault or secure room -  25X1A

c. Location - not adjacent to public area and U. S.  
control (50' fadius vertically and horizontally)

d. Personnel security controls - Exclusion of non-  
U. S. personnel from vicinity of room when in use

e. Service and maintenance - cleared U. S. personnel

f. Encryption - Prior to transmission

g. Storage of clean text tapes - considered classified  
material

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F. Operational Safety Support

25X1C

G. Armed Escorts

1. Office of Finance (weekly) - Movement of classified computer tape
2. Credit Union (each payday) - Transportation of money
3. Agency Record Center (weekly) - Classified records run

25X1A5A2

5. Office moves (intermittent) - From one building to another

H. Night Security Officer

1. Compassionate assistance
2. Cranks
3. Support

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XI. PROTECTION OF AGENCY PERSONNEL

A. Studies and Programs

1. Civil Disturbances (all types)
2. Formulate policy, procedures, methods and equipment developed in coordination with CIA components and intelligence community.
3. Joint community study; terrorist activities in Latin America; precautionary measures

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XII. INVESTIGATIONS AND SPECIAL STUDIES

A. Security Violations

1. Domestic

2. Overseas

25X1C

and overseas installations

3. Studies and Analysis

4. Special Briefings

B. Compromise of Classified Information

1. Lost or missing documents

2. Material exposed or destroyed in air

3. Auto or rail accidents

4. Physical penetration of Agency facilities

5. Pouches or safekeeping equipment

6. Conversation

C. Thefts

1. Government property

2. Personal

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D. Restricted Data Controls (Survey)

1. Authority -
2. 100,000 items of RD material
3. Conducted annually - Central RD control point

24 sub-control points

4. Time required - 3 man-weeks
5. Other activity - approval of storage facilities for

Agency components

E. NATO, SEATO and CENTO Controls (Survey)

1. CIA central control point - conducted by U. S.

Authority for NATO, SEATO and CENTO

2. 17 sub-control points - conducted by CIA
3. Conducted annually
4. Time required - 8 man-days
5. Purpose - To ensure sub-control points compliance

with authority directives for handling and safeguarding documents

F. Courier System (Survey)

1. Purpose - To ensure compliance with regulations governing transmission of material
2. Time required - 3 man-weeks

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G. Automatic Data Processing Controls (Survey)

1. Conducted periodically
2. Purpose - Continuing compliance with compartmentation procedures and controls
3. Time required - 1/Man Day/Mo.

H. Protection of Funds

Monitors security arrangements including:

1. Transfer of funds
2. Convoys
3. Escorts
4. Armored car specifications
5. Equipment

I. Reproduction Equipment

Monitors acquisition and use (coordination with Tech Division)

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### XIII. SECURITY SUPPORT

#### A. Policy, Guidance and Assistance

1. Protection, handling, transmittal and destruction of classified material

2. New construction and renovation

3. Prospective office space

4. Survey of areas, rooms, etc. for vaults, secure areas

5. Overseas and domestic security officer

#### B. Crises and Emergency Situations

1. Monitors cable traffic

2. Situation reports

3. Guidance and assistance to DDP

4. Destruction of classified material

5. Evacuation of personnel

6. Emergency teams

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XIV. TRAINING

A. Physical Security Course

B. Tutorial and Formal Classroom - DDP Personnel

Departing Overseas

C. Lectures

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XV. LIAISON

- A. Other Government Departments, State and Courts
- B. District and Park Police
- C. Commercial Firms
- D. Committee Representation
  - 1. Interagency Advisory Committee on Security Equipment
  - 2. Federal Safety Council
  - 3. Advisory Board, Federal Safety Council
  - 4. Federal Fire Council
  - 5. National Safety Council

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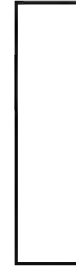
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XVI. PHYSICAL SECURITY HEADQUARTERS COMPLEX

A. Facilities

1. Government Owned (Total)
2. Government Owned (Partial)
3. Government Leased (Total)
4. Government Leased (Partial)



25X9A2

B. Security Measures

1. NSO - 24 hours
2. Guard System
3. Personnel Controls - Receptionists
4. Ultrasonic and contact alarms
5. Approved storage facilities
6. Perimeter security
7. Fire evaluation alarm
8. Liaison with local government and state police

C. Night Security Office

1. Trained security officers
2. Investigate security violations
3. Handle priority cables (OS actionable)
4. Inspection of guard posts
5. Accidents, illness, etc. of employees after working hours

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6. Funds for bail and other emergency situations
7. Qualified in use of firearms for security escort  
or protection of CIA assets
8. Telephone answering service for unlisted telephones

D. U. S. Special Police

1. Authority - Federal property and administrative  
services Act of 1949, as amended (GSA)

2. Powers - Same as sheriffs and constables

3. Clearances

- a. NACs and investigation
- b. Polygraph

4. Personnel

25X9

- a.  cleared officers and guards

25X9A2

- b.  (See Tab A)

5. Budget

25X1A1A

- a. GSA Reimbursed

- b. FY 1966 -

6. Duties and Responsibilities

- a. Traffic control
- b. Fire, security and vehicular motor patrols
- c. Traffic violation enforcements

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Approved For Release 2003/05/15 : CIA-RDP78-04007A001100050006-9

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- d. Accident investigation
- e. Emergency reporting
- f. Security guard functions
- g. Alarm response

E. Receptionist

- 1. Process visitors - official business only
- 2. Visitor Permanent record made:
  - a. Identity
  - b. Visiting time
  - c. Name of escort

3. Foreign visitors

CI Staff permission required

- 4. Use of Special Police in emergency and relief situations

F. Badges and Credentials

- 1. Issued - proper clearance and authority to issue
- 2. IBM and card control accounting
- 3. Types issued (See Tabs B and C)



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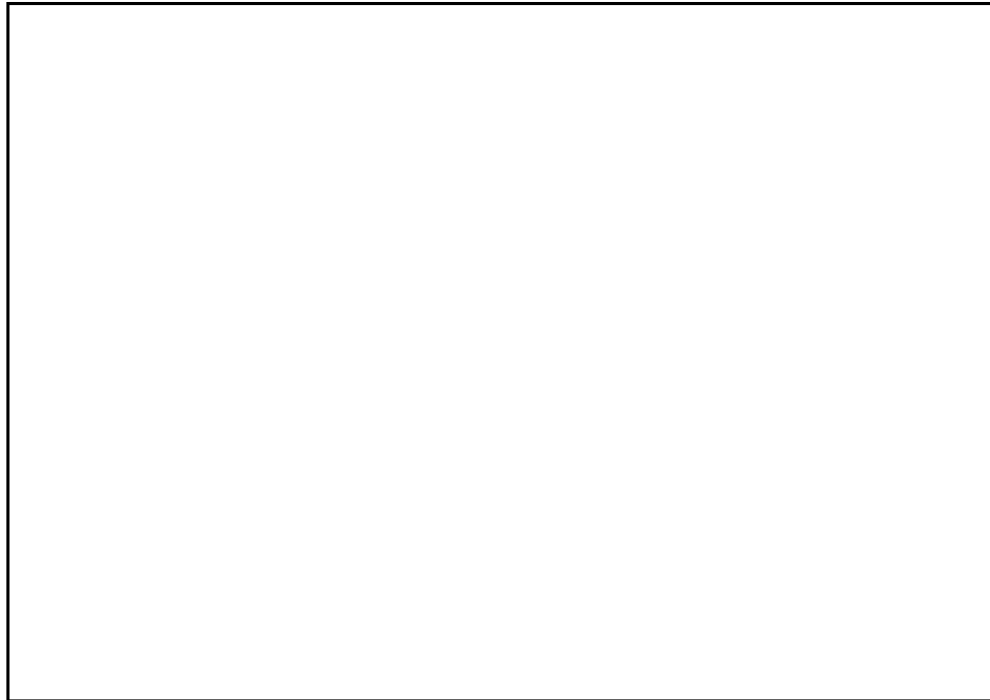
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G. Controlled Areas

1. Types of Areas

- a. Restricted - All CIA Buildings
- b. Secure - Special Construction
- c. Vaults - Special Construction

2. Access to Secure Areas

- a. Special code on badge
- b. Personal identification

H. Alarm System

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1.  ultrasonic and door contacts on vaults and secure areas.

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25X1

2. Contact and  coverage of exit doors.
3. Location of master control monitors (390 individual systems).

- a. Headquarters

- b.

- c. 1000 Glebe

- d. Key

- e. South

I. Destruction of Trash

1. Unclassified (office waste)

- a. Central point daily by char personnel

- b. Hauled daily to local trash dumps by commercial

trucks

2. Classified (Headquarters)

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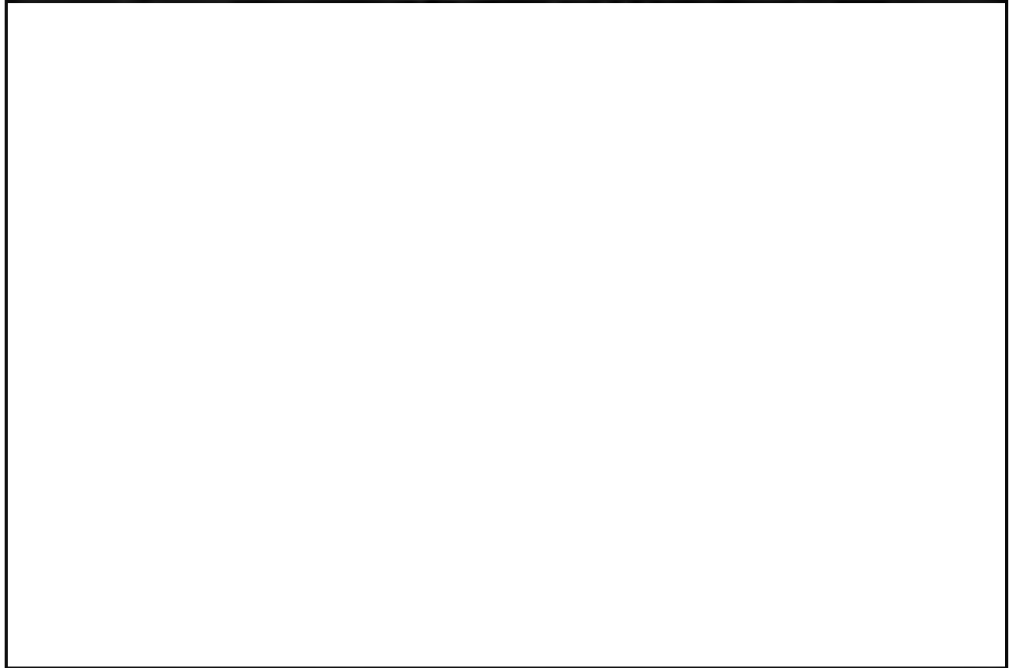
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J. Parking and Traffic Control Programs

1. Parking and Control (Headquarters) - Function of OL
2. Enforcement of Parking and Traffic Regs - GSA

Authority (Sec. 201.00, Chapter 8, GSA Rules and Regulations Governing Public Buildings and Grounds)

3. Performed by - U. S. Special Police

4. Traffic Court

a. Judge - U. S. Commissioner, Northern Virginia

District Court

b. Sessions - Monthly

c. Location - GA-13 Headquarters

d. Results (From beginning to 10/21/65):

Tickets issued - 2,430

Fines or Collateral Collected - 1,874

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Approved For Release 2003/05/15 : CIA-RDP78-04007A001100050006-9

Next 4 Page(s) In Document Exempt

Approved For Release 2003/05/15 : CIA-RDP78-04007A001100050006-9

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
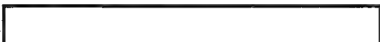
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AREA SECURITY OFFICERS

25X1

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In the Headquarters area there are  career Office of Security personnel assigned to  Agency components. There are  career Security personnel assigned 

25X1

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These personnel are directed and supervised by the official under whose jurisdiction they are serving. Technical guidance and assistance is provided to these officers by the Office of Security.

25X1A

These security officers are assigned throughout Headquarters components  upon the direct request of the operating component.

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Their mission is to assist the operating officials in the maintenance of a high level of security consciousness and practices through security inspection and supervision. They maintain coordination and liaison with the Office of Security in the implementation of security regulations, policies, and practices.



Approved For Release 2003/05/15 : CIA-RDP78-04007A001100050006-9

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SECURITY STAFF, OFFICE OF THE DIRECTOR

The Security Staff was organized in April 1954. Its mission was to establish and maintain adequate security measures to insure the personal safety of the Director of Central Intelligence, his Deputy and the classified material in their possession.

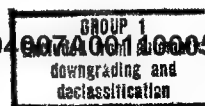
The Security Staff is immediately and personally responsive to the instructions and needs of the DCI and the DDCI. The Staff is administered under its Chief by the Executive Assistant to the DCI, and receives technical guidance and immediate support from the Director of Security.

The Security Staff is organized so that its Chief is assigned to the PTOS staff, and the Security Aides are assigned to the Office of the DCI.

The Security Staff is responsible for the following functions:

1. To afford protection to the DCI and the DDCI as required and for the classified material in their possession.
2. To provide security escort to the DCI at all times.
3. To serve as an immediate security unit for the coverage of the Office of the DCI.

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4. To maintain, through radio/telephone communications, contact with the DCI and the DDCI on occasions when one or both may be away from the office.

5. To meet and escort all scheduled non-Agency visitors to the Executive Suite.

6. To maintain security of the DCI's residence as required.

7. To assist the DCI and the DDCI as required and directed.

Approved For Release 2003/05/15 : CIA-RDP78-04007A001100050006-9

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SECURITY STAFF/OSA

I. MISSION

A. To assist the Director/OSA in maintaining maximum security environment for OSA and in some instances DD/S&T activities.

B. To plan, prepare and execute a global security program to protect the sensitive aspects of Agency/DOD research, development, production, operational programs.

II. FUNCTIONS

A. Security policy guidance and criteria

1. CIA components

2. U. S. Defense and Intelligence Communities

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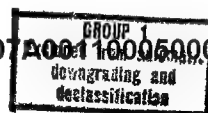
D. Personnel and Physical Security Surveys -

Foreign Installations

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E. Worldwide Operational Security Program

1. Protection of hardware and products in place and in transit
2. Security courier program

F. Security Forces - Domestic and Overseas

G. Contingency Planning

H. CI Related Activities

I. Briefings, badging, credential acquisition, security violations, personal cover, etc.

III. ORGANIZATION

A. Headquarters Staff Personnel

1. Number of positions
2. Number of personnel assigned

B. Detachment 'D' Personnel

1. Number of positions
2. Number of personnel assigned

C. Detachment 'G' Personnel

1. Number of positions
2. Number of personnel assigned

D. Detachment 'H' Personnel

1. Number of positions
2. Number of personnel assigned



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Approved For Release 2003/05/15 : CIA-RDP78-04007A001100050006-9

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OVERSEAS SECURITY SUPPORT

Approved For Release 2003/05/15 : CIA-RDP78-04007A001100050006-9

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OVERSEAS SECURITY SUPPORT

Our Overseas Security Program was established in 1951.

At that time, the Director of Security selected one professional

security officer for assignment in [ ] and another security officer

25X1A6A

25X1A6A

for assignment in [ ]

The mission of the career Security officers stationed at overseas installations is to assist the Chief, of Station in providing adequate personnel, physical and technical security support, and operational security support as requested. The Security Officer provides support and guidance on security matters pertaining to evacuation and redeployment as it applies to war planning, [ ]

25X1A

25X1A

[ ] cover, documentation, investigations, security liaison, security escort, protective custody, [ ] inspections.

25X1C

Since the inception of our Overseas Security Program, the need for professional security guidance and support has steadily increased to [ ] career Office of Security personnel presently assigned to the operating divisions and projects in over [ ] overseas installations.

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In FE Division there are ☐ stations and bases. Security representation, as a percentage of FE personnel overseas, is approximately 1.4%.

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In EE Division there are ☐ stations and bases with a 1.4% security representation.

25X9A2

In WE Division with ☐ stations and bases, Security has a .27% representation.

25X9A2

The NE Division has ☐ stations and bases with a non-regional security representation of .24%.

25X9A2

There are no Security Officers assigned overseas to the Africa Division or WH Division.

Within the overseas areas where Security Officers are present and have regional responsibilities there are ☐ stations or bases. This is approximately 34% of all Agency overseas installations.

25X9A2

In other overseas areas there are ☐ stations and bases (approximately 66% of the total overseas installations) without the services of a full-time career Security Officer.

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Of the Security personnel presently serving overseas, it is estimated that about 25% have had previous overseas tours. About 17% have either requested or are actually serving overseas beyond their required two-year tour.

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Next 3 Page(s) In Document Exempt

Approved For Release 2003/05/15 : CIA-RDP78-04007A001100050006-9